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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
WASHINGTON 25, D.C.

FIELD MEMORANDUM SCS 1135

Re: Reimbursement policy
for certain services
rendered by Beltsville
Cartographic Division.

September 28, 1950

TO ALL RANKING FIELD OFFICERS:

Effective July 1, 1950 only the following work will be furnished by the Beltsville Cartographic Division without reimbursement:

1. Aerial photographs for new districts as they are organized. In cases where aerial coverage is available, these photographs can be furnished immediately or as soon as they can be obtained from other agencies. In cases where aerial coverage is not available, new flying will be needed. New aerial surveys will continue to be financed from regional funds. Upon completion of the aerial survey, the usual photographs will be furnished without reimbursement.

2. Letterpress stick-up service for the regions.

3. Preparation of land capability maps under the publication policy of the Service.

4. Map and reproduction requirements, other than lithographic material and photographic work, for Washington divisions that is properly chargeable to the "Soil Conservation Operations" appropriation item.

The following are the major items of work that are usually performed by the Beltsville Cartographic Division for which reimbursement will be required:

1. Map and reproduction requirements, including lithographic material, for Washington divisions that is properly chargeable to other than the Soil Conservation Operations appropriation.

2. All photographic and illustration work done for the Washington divisions.

3. All aerial photographs other than those furnished for new districts as they are organized (this includes prints from reflights or replacement of aerial photographs for any reason).

4. Photographic mosaics (if for new districts, deduction will be made from price charged in the amount of the value of aerial photographs that would normally be furnished without charge).

5. Lithographic reproduction of special purpose maps for regions.
6. Control data and maps published by other government agencies where there is a charge to the Service.
7. All miscellaneous service for regional cartographic divisions such as photostat work, color separation boards, half tone negatives, color proofs, etc.

All requisitions for reimbursable work must show the appropriation to be charged and that funds to cover the order have been encumbered by the Budget and Finance Division.

All reimbursable work actually done in the Beltsville Cartographic Division will be billed periodically on journal vouchers or Standard Form 1080 voucher, or, if the amount involved is large, an allotment transfer will be requested. Bills for all reimbursable items ordered from private sources or other government bureaus through the Beltsville Cartographic Division will be directed to the region or office which placed the requisition.

J. C. Hughes
Acting Chief

